

16 April 1980

MEMORANDUM FOR: Acting Director, Program Assessment Office

FROM:   
Chief, Administrative Staff, RMS

SUBJECT: Sensitive Document Inventory

1. The Records Management Officer has not received your office's inventory of sensitive documents. The deadline for the inventory was 15 March 1980. We ask your cooperation in completing your inventory by 2 May 1980.

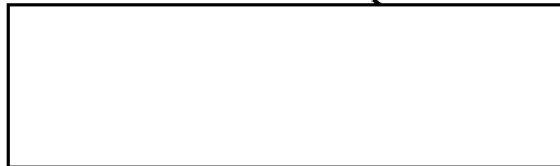
2. In reviewing the inventories submitted by other offices, the RMO has noted several problem areas. I mention them now so that you may incorporate them into your inventory.

a. Documents identified on the inventories as Sensitive have not been labeled as a "Segregated Document."

b. Sensitive documents should be stored separately. If they are intermixed with other material, they should be red tagged for easy identification (see sample).

c. Inventories have not listed the copy number(s) of all the documents held. Several copies of the same document have been found in different safes.

Attachment  
As stated



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